

Setting Global Configuration

Default Settings is used for setting up the module display as required by your school requirement. You can set up,

- [Fee Payment Settings](#)
- [Student's column view display settings](#)
- [Staff column view display settings](#)

Click on Default Settings, you will be able to see the window as shown below.

School Master

Switch Academic Year

Default Settings

Themes

Fee Payment Settings

Payment Type

CASH

Enable Discount

☒

Enable Fee Description

☐

Show Custom Fee Slab A

☐

Enable Term Fees

☒

Enable Payment Info

☒

Collect Fee From Admission Date

☐

Custom Fee Slab A

Enable Fee Slabs

☒

Clear Cheques Immediately

☐

Clear Cheques

☐

Show Custom Fee Slab B

☐

Custom Fee Slab B

Enable Transport Slab

☒

Cashier FeePayment

☐

Delete Rights

☐

Clearance Days

0

Student's Column View Display Settings

Student Search Type

StudentID

Admission No

☒

First Name

☒

Sex

☒

Father Name

☒

Mother Name

☒

Mother Mobile Number

☐

SMS Number

☐

Date of Birth

☐

Caste

☐

Mother Tongue

☐

Blood Group

☒

City

☒

Student Number

☐

Father Mobile Number

☒

Address

☒

Staff Column View Settings

Teacher Id

☒

First Name

☒

Bank Account No

☐

Spouse Name

☒

Father Name

☐

Date Of Birth

☒

Sex

☐

Email Id

☐

Mobile No

☒

Address

☒

Date Of Joining

☐

Designation

☒

Update

Fee Payment Settings

The setting which we make in Fee payment Settings will reflect in fee payment related modules like **Fee payment, Fee Amount, Fee payment details, Fee payment reconcile, Student slabs, Students, Staff.**

- **Payment Type** - CASH, CHEQUE, DD, NEFT. You can select payment type, this will be set as default in Fee payment, Accounts payment..

Suggestion

Set the payment type depending on which form the payment is done on maximum basis. This helps you not to change payment type repeatedly in **Admin Master -- Fee payment -- Payment Type**

- **Enable Term Fees** - User can enable Terms Fees if they collect Term Fee from students. By enabling Term Fees will enable number term check box which you have defined in [Switch academic year](#).. The term check box will be visible in
 1. [Fee Amount](#) while defining Term fee amount.
 2. In [Fee payment](#) while doing term payment.

- **Enable Fee Slabs** - If the user wants define fee structure on grouping students wrt fee slab. They have to enable fee slab which enables the fee slab list in
 1. [Fee Group](#) for assigning fee slab to fee group.
 2. [Students](#) for assigning the fee slab for which the student belongs to individually.
 3. [Student Slab](#) for assigning the fee slab for which the student belongs to wrt class.
- **Enable Transport Slab** - If the user wants define fee structure of transport fee on grouping students wrt transport slab. They have to enable transport slab which enables the transport slab list in
 1. [Fee Group](#) for assigning fee slab to fee group.
 2. [Students](#) for assigning the transport slab for which the student belongs to individually.
 3. [Student Slab](#) for assigning the transport slab for which the student belongs to wrt class .
 4. For [Staff](#) to know in which school bus the staff comes to school.
- **Enable Discount** - enable discount only if you have discount payment on annual fee in your school. enabling discount enables discount input where the user can give discount on annual fee for the student.
 1. Discount field is visible in **Admin Master - [Fee Payment](#)**.
- **Enable Payment Info** - enabling payment info enables input text Payment information in
 1. **Admin Master - [Fee Payment](#)**.
 2. Payment info column in **Admin Master - [Fee payment Details](#) - Fee payment details table**.
This helps the user to enter any information related to the fee payment. Like the bank name , cheque/DD/NEFT number if the payment is done by cheque/DD/NEFT. Therefore you can get this payment info when you export the fee payment details report (**Admin Master - Fee Payment Details - Export**). This will be useful for any verification.
- **Enable Fee Description** - enabling fee description enables column in **Admin Master - [Fee payment Details](#) - Fee Payment Details table**. This helps the user to enter any information related to the fee payment. Therefore you can get this fee description when you export the fee payment details report (**Admin Master - Fee Payment Details - Export**). This will be useful for any verification.
- **Collection from Admission Date** - User can collect the fee of student's from the date of admission, means the fee months which are passed before admission date will be excluded for those months the student need not pay the fee, this is enabled only if you collect the fee from date of admission. Irrespective of admission date of the student if your school collects all the months fee then collection from admission date must not be enabled.
- **Clear Cheques & Clearance Days** - We have menu in **Admin Master - Fee Payment Reconcile** where user has to reconcile the cheque payments depending on whether they are cleared or bounced. If the user wants to set cleared status for all the cheque payment by School Admin Lite, user can do this by enabling the Clear Cheque and entering the number of days within the cheques has to be cleared (Note : User has to be sure that all the cheques will be cleared , if in case any cheque is bounced, then you need to go to **Admin Master - Fee Payment Reconcile** and change the status and update).
- **Clear Cheques Immediately** - We have menu in **Admin Master - Fee Payment Reconcile** where user has to reconcile the cheque payments depending on whether they are cleared or bounced. If the user wants to set cleared status for all the cheque payment by School Admin Lite immediately after the cheque payment , user can do this by enabling the Clear Cheque Immediately
(Note : User has to be sure that all the cheques will be cleared , if in case any cheque is bounced, then you need to go to **Admin Master - Fee Payment Reconcile** and change the status and update).
- **Cashier FeePayment Delete Rights** - If you want to give rights for User having cashier role authority to delete the fee payment in **Admin Master - FeePayment Details**, you need to enable **Cashier FeePayment Delete Rights**.

- **Show Custom Fee Slab A & Custom Fee Slab A-** If user wants to define fee structure for students with respect to slab other than fee and transport slab, they can enable **show custom fee slab A**. And they can enter the name for the slab in **Custom Fee Slab A**. This will be visible in
 1. Fee Group for assigning **Custom Fee Slab A** to fee group.
 2. Students for assigning the **Custom Fee Slab A** for which the student belongs to individually.
 3. Student Slab for assigning the **Custom Fee Slab A** for which the student belongs to wrt class.
- **Show Custum Fee Slab B & Custom Fee Slab B** - If user wants to define fee structure for students with respect to slab other than fee and transport slab, they can enable **show custom fee slab B**. And they can enter the name for the slab in **Custom Fee Slab B**. This will be visible in
 1. Fee Group for assigning **Custom Fee Slab A** to fee group.
 2. Students for assigning the **Custom Fee Slab A** for which the student belongs to individually.
 3. Student Slab for assigning the **Custom Fee Slab A** for which the student belongs to wrt class.

School Master
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Fee Payment Settings

Payment Type	CASH	Enable Term Fees	<input checked="" type="checkbox"/>	Enable Fee Slabs	<input checked="" type="checkbox"/>	Enable Transport Slab	<input checked="" type="checkbox"/>	Enable Discount	<input checked="" type="checkbox"/>
Enable Payment Info	<input checked="" type="checkbox"/>								
Enable Fee Description	<input type="checkbox"/>	Collect Fee From Admission Date	<input type="checkbox"/>	Clear Cheques	<input type="checkbox"/>	Clearance Days	0	Clear Cheques Immediately	<input type="checkbox"/>
Show Custom Fee Slab A	<input type="checkbox"/>	Custom Fee Slab A		Show Custom Fee Slab B	<input type="checkbox"/>	Custom Fee Slab B		Cashier FeePayment Delete Rights	<input type="checkbox"/>

Student's column view display settings

The Student column view by name only defines to select columns which ever the user wants to display in **Student Info - Students - Student table**. The user can choose the default Student search type and columns to be visible in the student table.

Student's Column View Display Settings

Student Search Type* StudentID

Admission No	<input checked="" type="checkbox"/>	First Name	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>	Father Name	<input checked="" type="checkbox"/>	Mother Name	<input checked="" type="checkbox"/>
Mother Mobile Number	<input type="checkbox"/>	SMS Number	<input type="checkbox"/>	Date of Birth	<input type="checkbox"/>	Caste	<input type="checkbox"/>	Mother Tongue	<input type="checkbox"/>
Blood Group	<input checked="" type="checkbox"/>	City	<input checked="" type="checkbox"/>	Student Number	<input type="checkbox"/>	Father Mobile Number	<input checked="" type="checkbox"/>	Address	<input checked="" type="checkbox"/>

Staff column view display settings

The Staff column view by name only defines to select columns which ever the user wants to display in **Admin Master - Staff - Staff table**. The user can choose the columns to be visible in the staff table.

Staff Column View Settings

Teacher Id	<input checked="" type="checkbox"/>	First Name	<input checked="" type="checkbox"/>	Bank Account No	<input type="checkbox"/>	Spouse Name	<input checked="" type="checkbox"/>	Father Name	<input type="checkbox"/>	Date Of Birth	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	Email Id	<input type="checkbox"/>	Mobile No	<input checked="" type="checkbox"/>	Address	<input checked="" type="checkbox"/>	Date Of Joining	<input type="checkbox"/>	Designation	<input checked="" type="checkbox"/>

Finally Click on Update. You will see the **Settings Updated Successfully** message.